

**LITTLETON SCHOOL DISTRICT**

**SUPPORT STAFF**

**NEA/NH CONTRACT**

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Chair, Littleton School  
Board

Adopted March 11, 2009, Effective 1 July 2009  
to 30 June 2012

**LITTLETON SUPPORT STAFF**

**NEA/NH CONTRACT**

**JULY 1, 2009 JUNE 30, 2012**

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## **LITTLETON SCHOOL DISTRICT NEGOTIATED AGREEMENT**

### **I. PARTIES TO AGREEMENT:**

The parties to this Agreement are the School Board of the Littleton, New Hampshire Union School District and the Littleton Support Staff, NEA-New Hampshire.

### **II. RECOGNITION:**

The Littleton Union School board (herein after referred to as "Board") recognizes the Littleton Support Staff/NEA (herein after referred to as the LSS) as the sole and exclusive bargaining agent for Secretaries (Unit A); Paraeducators/Library Assistants (Unit B); and Administrative Assistants (Unit C) employed by the Littleton Union School District.

### **III. NEGOTIATION PROCEDURE:**

- A. On or before October 1 of the calendar year before this Agreement expires, either party may notify the other party of its desire to modify the terms and conditions of the Agreement, and shall submit to the other its proposals for negotiations not later than October 15 of that year. In the absence of such notification and submission, the present agreement shall be extended for one year.
- B. The Board and LSS shall, no later than November 1, meet, confer, and negotiate in accordance with the procedures set forth in RSA 273-A:3.1 in a good faith effort to reach a mutual understanding and agreement.
- C. Any agreement reached shall be reduced to writing and be signed by the Board and LSS. Any Agreement reached which requires the expenditure of public funds for its implementation shall not be binding upon the Board unless and until the necessary appropriations have been made by the voters of the District. If such funds are not forthcoming, the board and LSS shall resume negotiations, in accordance with provisions of RSA 273-A.
- D. If, after discussion of any and all proposals made by both parties, the LSS and Board fail to come to an agreement then either may declare and impasse and request the Public Employee Labor Relations Board for assistance in resolving the impasse in accordance with RSA 273-A:12.

#### IV. GRIEVANCE PROCEDURE:

- A. Purpose: It is the policy of the Board and the LSS that all problems be resolved informally if possible. However, both parties recognize that the formal grievance procedure must be available without fear of reprisal or discrimination because of its use.
- B. A grievance shall be deemed waived unless it is submitted within Thirty (30) working days after the aggrieved party knew or should have known of the events or conditions on which it is based.
- C. Whenever a claim is made by a secretary/paraeducator or the LSS that there has been a violation or inequitable application of any of the provisions of this Agreement, the claimant will first discuss the matter with the immediate supervisor, with the objective of resolution of the matter by the supervisor within five (5) working days. The claimant may reduce the claim to writing and file it with the Building Principal and the LSS within fifteen (15) working days of its first discussion above; otherwise, the claim will be considered dropped.
- D. The Principal will meet with the claimant, accompanied if desired by a representative designated by the LSS, within five (5) working days of receiving the written claim to resolve it. If the claim continues unresolved or if no written decision is forthcoming from the Principal within ten (10) working days after discussion, the claimant may request directly or through the LSS that the claim be submitted in writing to the Superintendent of Schools within twenty (20) working days after discussion; otherwise the claim will be considered dropped.
- E. The Superintendent will meet with the Principal, claimant, and representative of the LSS in a further effort to resolve the claim, within five (5) working days of receiving the claim. If the claim continue unresolved, or if no written decision is forthcoming from the Superintendent within fifteen (15) working days after discussion, the claimant may request within thirty (30) working days after the discussion that the claim be brought before the Board; otherwise, the claim will be considered dropped.
- F. The Board will meet, within fifteen (15) working days of receipt of the unresolved claim, with all parties involved and with any witnesses deemed helpful by them. The Board will render its decision within fifteen (15) working days of conclusion of discussion of the claim.
- G. If the grievance is not resolved at the Board level, or if no written decision is received within fifteen (15) working days, the aggrieved unit member or the LSS may within fifteen (15) working days submit the grievance to Arbitration. The parties will attempt to agree upon a mutually acceptable

arbitrator. If no agreement is reached within five (5) working days of the submission, an arbitrator shall be selected using the services of the American Arbitration Association in accordance with their rules and regulations. The findings of the arbitrator shall be final and binding.

- H. **GRIEVANCE FORM:** The grievance form set forth in this Agreement as Appendix A shall be the exclusive means for undertaking and processing a grievance.

V. **EVALUATION:**

The evaluation process shall be developed by the Administration and given to each member of the bargaining unit at the beginning of the school year. All employees are to be evaluated each work year. The evaluation should occur prior to March 15. A written evaluation report must be completed by the employee's evaluator. The employee's evaluator shall be an administrator, but the evaluator will receive input from teachers. The evaluation is done by the employee's immediate supervisor based on an observation of the employee and must be in written form with a copy to the employee, containing both signatures. If the employee disagrees with the evaluation report, he/she may so indicate in writing within one week of receipt of the evaluation report; and upon request, the written statement of disagreement shall be placed in his/her personnel file and attached to the relative documents.

VI. **PLACEMENT ON SALARY SCHEDULE**

A. **Placement on Salary Schedule**

No new hire will be placed on a step higher than a currently employed bargaining unit member who possesses the same amount of training and experience.

Persons who possess, or earn a related degree and/or a New Hampshire Paraeducator certification will be compensated with an additional stipend hourly.

Paraeducator or paraeducator I certification	25¢
Paraeducator II or teacher certification	50¢
Associate's degree	50¢
Bachelor's degree	75¢

The highest applicable certification stipend shall be cumulative with the highest applicable degree stipend (e.g., paraeducator I certification and associate's degree = 75¢ per hour stipend, paraeducator I certification and bachelor's degree = \$1.00 per hour stipend, paraeducator II

certification and associate's degree = \$1.00 per hour stipend, teacher certification and bachelor's degree = \$1.25 per hour stipend.)

- B. Each incoming Administrative Assistant, secretary, or paraeducator will undergo a three-year probationary period before being placed on a continuing contract, during which period the School Board reserves the right to withhold a contract for unsatisfactory performance. Upon issuance of a continuing contract, the School Board may, however, withhold annual increments for performance, based upon an evaluation that is not "satisfactory" or better, upon the recommendation of the Superintendent and/or Principal. In any case, action may not be taken by the School Board unless the Administrative Assistant, secretary, or paraeducator fails to make satisfactory improvement after having received written notice setting forth the areas in need of improvement.
- C. Increments are not guaranteed. They are voted by the School Board on the recommendation of the Principal and/or Superintendent.
- D. Upon recommendation of the Superintendent and/or Principal, the School Board may withhold a salary increment from any Administrative Assistant, secretary, or paraeducator for unsatisfactory service. An Administrative Assistant, secretary, or paraeducator has the right to appeal this decision through the Grievance Procedure. Any Administrative Assistant, secretary, or paraeducator affected by such a decision shall be notified in writing prior to April 15, before being offered a contract of employment for the following year.
- E. Each bargaining unit member will complete a yearly growth plan for professional reimbursement purposes on a form to be mutually agreed to by the parties.
- F. **The wage schedules are listed in Appendix B. The School District shall pay the hourly wage rates on the wage schedule each year, with one (1) step increase each year from the prior year's wage schedule for those employees who still are on-schedule. For employees who are off-schedule, the School District shall pay the percentage increase in each employee's wage rate that is set forth in Appendix B.**
- G. Employees who work at least 7 hours per day and 182 days per year and who are in their second or subsequent year on the top step of the wage schedule shall receive the following annual longevity payment, in addition to their wages on the wage schedule:

\$250 after they have completed 15 years of service to the School District;  
or



\$500 after they have completed 20 years of service to the School District.

**VII. STATEMENT OF FACTS:**

- A. The Administrator shall notify a support staff employee within a reasonable period of time whenever there is any evidence of an infraction or an alleged infraction, and indicate expected correction. The support staff employee shall at all times be entitled to have present a representative of her/his choice when being formally disciplined for any infraction of rules or unsatisfactory performance.
- B. Administrative Assistance/Secretaries/Paraeducators have a reasonable expectation of continued employment provided their services are competent, efficient, and satisfactory. No administrative assistant/secretary/paraeducator shall be discharged, suspended, or disciplined without a supportive statement of facts. All information forming the basis for any such action shall be made available to the administrative assistant/secretary/paraeducator.

**VIII. INSURANCE BENEFITS:**

- A. **HEALTH INSURANCE:** The School District shall offer employees who work at least 30 hours per week the opportunity to participate in one of the following health insurance plans:

- MTB5-R\$3/15M\$1
- BC3T5RRDR-R\$3/15M\$1
- JWMC-M\$1

For employees who select MTB5-R\$3/15M\$1, the School District shall pay 83% and the employee shall pay 17% of the cost of that plan and coverage. For employees who select a plan other than MTB5-R\$3/15M\$1, the School District shall pay the same dollar amount toward the selected plan that the School District pays toward MTB5-R\$3/15M\$1 with the same coverage (single, 2-person or family) and the employee shall pay the difference.

Any insured employee who chooses to leave the insurance plan of the District beginning July 1 for the new fiscal year shall be reimbursed \$500.00 per year/per family for that fiscal year.

Any eligible employee who chooses not to be covered by the health insurance plan provided by the district shall be reimbursed \$500.00 per year/per family.

It shall be the responsibility of the employee to declare his/her status for coverage by June 15th of the current school year.

- B. **DENTAL CARE:** For each member in the bargaining unit who works thirty (30) hours per week, the School District shall pay the full cost of single coverage in the plan of Northeast Delta Dental of New Hampshire. Any change in the program shall be subject to the mutual consent of both parties. The difference in cost to provide family coverage will be the responsibility of the employee. Coverage is as follows:

Coverage A - Diagnostic & Preventive	100%
Coverage B - Restorative	80%
Coverage C - Prosthodontics	50%
Coverage D - Orthodontics	50%

The maximum amount which the Plan will pay is \$1,000.00 per person per Plan Year. Coverage D has a separate lifetime Maximum of \$1,000.00 for each eligible Employee and Dependent. There is a \$50.00 deductible per person per Plan year with a maximum of \$150.00 per family each Plan Year. This deductible is not applied to Coverage A and D benefits.

- C. **LIFE INSURANCE:** Accidental Death and Dismemberment will be provided for all employees who work a minimum of thirty (30) hours per week. The Board shall pay the full cost of a convertible term life insurance policy with coverage of \$40,000 for the natural death & additional benefits for accidental death or dismemberment.

#### IX. LEAVES OF ABSENCE:

- A. **SICK LEAVE:** Unit A: Ten (10) paid sick days per year accumulative to ninety (90) days. A doctor's certificate must be submitted to the Building Principal in the event of illness beyond five (5) consecutive school days. Absences longer than five (5) days without a doctor's certificate will be without pay. Leave accumulated under this article may be used for personal illness, illness in the family (illness of employee's spouse, parent, child, brother, sister). Death in the family (employee's spouse, parent, child, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandchild) may also be used under this article, limited to five (5) school days per death. One (1) day of leave will be granted for death of a grandparent, brother-in-law, or sister-in-law.

Unit B: Ten (10) paid sick days per year accumulative to sixty (60) days. A doctor's certificate must be submitted to the Building Principal in the event of illness beyond five (5) consecutive school days. Absences longer than five (5) days without a doctor's certificate will be without pay. Leave

accumulated under this article may be used for personal illness, illness in the family (illness of employee's spouse, parent, child, brother, sister). Death in the family (employee's spouse, parent, child, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandchild) may also be used under this article, limited to five (5) school days per death. One (1) day of leave will be granted for death of a grandparent, brother-in-law, or sister-in-law.

Unit C: Twelve (12) paid sick days per year accumulative to 100 days. A doctor's certificate must be submitted to the Building Principal in the event of illness beyond five (5) consecutive school days. Absences longer than five (5) days without a doctor's certificate will be without pay. Leave accumulated under this article may be used for personal illness, illness in the family (illness of employee's spouse, parent, child, brother, sister). Death in the family (employee's spouse, parent, child, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandchild) may also be used under this article, limited to five (5) school days per death. One (1) day of leave will be granted for death of a grandparent, brother-in-law, or sister-in-law.

**B. PERSONAL LEAVE:**

Units A & B shall be allowed up to three (3) days (non-accumulative) leave per school year without loss of pay. Written notification, except in emergencies, must be submitted to the Principal at least forty-eight (48) hours prior to the date on which leave is to be taken. Personal leave may be used neither to extend a school holiday nor a school vacation period.

Unit C shall be allowed up to four (4) days (non-accumulative) leave per school year without loss of pay. Written notification, except in emergencies, must be submitted to the Principal at least forty-eight (48) hours prior to the date on which leave is to be taken. Personal leave may be used neither to extend a school holiday nor a school vacation period.

**C. VACATION:**

Unit A:

1. Employees who work at least 260 days per year: Such employees who have complete 1-10 years of service shall receive 10 days paid vacation; such employees who have completed 11 or more years of service shall receive 15 days paid vacation.
2. Employees who work less than 260 days per year: Such employees who have completed 1-3 years of service shall receive 5 days paid vacation; such employees who have completed 4-10 years of service shall receive 10 days paid vacation; such

employees who have completed 11 or more years of service shall receive 15 days paid vacation.

3. **Scheduled vacations are limited to times when students are not in attendance in the buildings, and the buildings themselves may be opened or closed.**

Unit B: These employees shall receive no paid vacation.

Unit C: Those employees who have completed one to ten (1-10) years of service shall receive ten (10) days paid vacation. Those employees who have completed eleven to fifteen (11-15) years of service shall receive fifteen (15) days paid vacation. Additional vacation days will be accumulated at the rate of one (1) day per year after the fifteenth year to a maximum of twenty (20) days. Vacations must be approved in advance. Scheduled vacations are limited to times when students are not in attendance in the buildings, and the buildings themselves may be opened or closed.

#### **D. HOLIDAYS:**

Unit A: These employees shall receive seven (7) holidays with pay. These holidays include, Memorial Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, **Christmas Eve Day**, Christmas Day, and New Years Day.

Unit B: These employees shall receive four (4) holidays with pay. These holidays shall be designated as Thanksgiving Day, Day after Thanksgiving, **Christmas Eve Day**, and Christmas Day.

Unit C: These employees shall receive ten (10) holidays with pay. These holidays include New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, **Christmas Eve Day**, and Christmas Day.

#### **X. HEALTH INCENTIVE BENEFIT:**

The employee shall qualify for remuneration of unused accrued sick leave beyond the maximum at a rate of \$35 per day for the full-time secretaries and administrative assistants (Unit A & C) and \$25 per day for paraeducators (Unit B) under the following conditions:

1. The employee qualifies after eight years of continuous service to the school district.

2. Upon retirement or termination of employment, the employee shall be paid remuneration for one half the number of accumulated sick days up to 90 (Unit A) or 60 (Unit B) or 100 (Unit C).
3. The employees shall receive remuneration for all unused sick days beyond 90 (Unit A) or 60 (Unit B) or 100 (Unit C) at the close of each school year at the established rate.

XI. DUES DEDUCTION:

- A. It is agreed by and between the Board and the LSS that upon receipt of written authorization therefore, signed by the secretary/paraeducator/administrative assistant, the Board shall deduct an amount to provide five (5) or ten (10) equal and successive payments of dues for membership in the LSS and NEA-NH from the regular salary check of such secretary/paraeducator/administrative assistant, and that the amounts so deducted pursuant to such authorization of the employees shall be remitted directly to the LSS. The five (5) or ten (10) payments (one or the other) will be decided by a vote of the LSS.
- B. It is further agreed by and between the Board and the LSS that such authorization for deduction of dues shall continue annually in full force and effect with the Littleton School District until the LSS submits a written revocation of such authorization to the Board not less than thirty (30) days prior to the effective date of such written revocation.
- C. Whereas this paragraph is included for the convenience of the LSS, it is further agreed that the Littleton School District and SAU #84 will not be liable for failure to comply with the provisions of this paragraph.
- D. Deductions once authorized by secretary/paraeducator/ administrative assistant will continue annually unless a written request to stop same is received by the SAU #84 office prior to September 1 (or thereafter as provided in paragraph B above).

XII. VACANCIES & TRANSFERS:

- A. Notices of support staff vacancies in the Littleton Union School District will be posted on the official bulletin board or in the daily school announcement in each school and sent to the LSS as soon as the Administration is aware of the existence of such vacancies, but in no case, later than five (5) school days of the date the administration determines that such job openings in the district will be filled.



- B. Such notices shall contain a description of the position, requirements of the position, name of the person to whom the application is to be returned, and date when the application is to be returned if a deadline is required. The Board agrees that in the event job openings occur after July 1 through August 15 which are subject to posting, that in addition to posting in the schools, the position will be advertised in the local newspaper.
- C. Administrative Assistants, secretaries, or paraeducators who desire a change in position or who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the desired position/transfer.

#### XIII. SAVINGS CLAUSE:

If any provision of the Agreement or any application of this Agreement is held to be contrary to law by any court or Board of competent jurisdiction or if compliance with or enforcement of any provision should be restrained by any court of competent jurisdiction, the remainder of the Agreement shall not be affected.

#### XIV. GENERAL PROVISIONS:

- A. Upon request, three (3) copies of the present Agreement between the Littleton School District and the secretaries/paraeducators/administrative assistants of the LSS shall be made available to the Littleton secretaries/paraeducators/administrative assistants at the expense of the Littleton School District. Upon request one (1) copy of the present Agreement will be made available to each new secretary/paraeducator/administrative assistant (whose salary is paid for by District funds) at the expense of the Littleton School District.
- B. It is recognized that the Board has the final authority on all issues within its jurisdiction, and nothing in this document shall be interpreted as in any way limiting that authority.
- C. Employees may not modify the starting time, ending time and location of their assignments without the specific permission of the principal or his/her designee.

#### XV. PERSONNEL FILES:

Any secretary/paraeducator/administrative assistant has the right to review material in his/her file in the principal's office and in the Superintendent's office by appointment and with an administrator present. Review will be granted within a forty-eight (48) hour period, not including weekends and holidays. Items which

will not be accessible to the employee are: (1) unresolved legal issues; and (2) confidential references.

No material will be placed in the employee's personnel file without her/his knowledge.

#### **XVI. REDUCTION IN FORCE**

The Littleton School Board has the right to decrease the number or reduce the hours of members in the bargaining unit because of a decrease in enrollment or discontinuation or reduction of a program. Whenever this shall occur, the Superintendent shall notify the members of the bargaining unit involved in the reduction of the intent. Within each job classification identified for reduction-in-force, reduction-in-force shall accomplish in the inverse order of the date of employment within that job classification. The three job classifications in the bargaining unit are Unit A, Unit B, and Unit C, as described in Article II. Where more than one employee in a job classification that has been identified for reduction started on the same day, the final determination of which employee shall be reduced shall be at the option of the Board of Education. During the three years after the reduction-in-force, such members of the bargaining agreement shall be renominated and re-elected in order of greatest seniority to fill vacancies for which they are qualified. Such renomination shall not result in the loss of credit for prior years of service. Once a position has been offered for which the member is qualified, and the member has refused this position, any rights retained under this provision shall be null and void.

#### **XVII. PROFESSIONAL DEVELOPMENT**

Each school building shall maintain a staff development file for each member of the bargaining unit. School transcripts and records of courses and workshops taken shall be kept in this file at the request of the individual bargaining unit member.

#### **XVIII. LENGTH OF WORK WEEK**

The length of the work week for all full-time support staff positions will be at minimum thirty-five (35) hours. Except in emergencies, each paraeducator will receive a paid, uninterrupted and duty-free lunch of 30 minutes each day.

#### **XIX. PROFESSIONAL DEVELOPMENT REIMBURSEMENT**

With prior approval of the bargaining unit member's principal, or designee, a bargaining unit member will be granted professional leave during the school workday and will be reimbursed for expenses associated with participation in any formal professional development activity (conference, course, seminar or workshop).

A pool of funds will be created by multiplying the number of bargaining unit members by \$150. Members will submit a yearly growth plan to the building administrator for approval, and from which a request for a professional development activity will be requested from their supervisor and, if granted reimbursement for the activity will come from these funds. The activity must coincide with the person's approved yearly growth plan, but will not be denied arbitrarily.

## **XX. RETIREMENT INCENTIVE**

A. After a minimum of ten (10) years of full-time service in the Littleton School District, a bargaining unit member meeting the eligibility requirements of the New Hampshire Retirement System may notify the Board of intent to retire, effective on any June 30<sup>th</sup>. Such notification shall be submitted a minimum of six (6) months (January 2 of the year of intended retirement) to receive the one year retirement benefit, and eighteen (18) months (January 2 of the year prior to the year of intended retirement) to receive the two year retirement benefit, and thirty (30) months (January 2 of the year two years prior to the year of intended retirement) to receive the three year retirement benefit, and shall be in the form of a letter of resignation to take effect on that date. This letter represents a commitment, which cannot be withdrawn after ninety (90) days following its submission. If the employee cannot work his/her full notification period due to medical reasons for the employee or the employee's immediate family, the incentive received to date need not be repaid. If the employee cannot work his/her full notification period for any other reason, the incentive received to date must be repaid.

B. The Board shall upon receiving such notice and letter of resignation, grant a salary increment for each of the one, two, or three school years involved. Such salary increments shall equal \$800 if paid during 2007-08, \$1000 if paid during 2008-09, \$1100 if paid during 2009-10, \$1200 if paid during 2010-11, and \$1300 if paid during 2011-12. For example:

- To retire June 30, 2010 and receive a salary increment for one year, notification must be given by January 2, 2010. The increment paid in 2009-10 will be \$1,100.
- To retire June 30, 2010 and receive a salary increment for two years, notification must be given by January 2, 2009. The increment paid in



2008-09 will be \$1,000 and the increment paid in 2009-10 will be \$1,100.

- To retire June 30, 2010 and receive a salary increment for three years, notification must be given January 2, 2008. The increment paid in 2007-08 will be \$800, the increment paid in 2008-09 will be \$1,000 and the increment paid in 2009-10 will be \$1,100.
- C. Notwithstanding any other provisions in this Agreement, no more than four (4) bargaining unit members' applications for benefits under this Article may be granted each year. In the event that more than four (4) eligible bargaining unit members apply for benefits under this Article in the same year, the eligible applicants with the most years of service to the School District in bargaining unit positions shall receive the benefit.
- D. The Board and the Association shall not grant an employee's request to modify or waive the terms and conditions of this benefit.
- E. Notwithstanding any other provision in this agreement, the amount otherwise payable to an employee shall be reduced by such amount as is necessary to prevent the School District from being assessed by the New Hampshire Retirement System under RSA 100-A:16, III-a.

XXI. TRANSPORTATION REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT

The Board shall reimburse members of the bargaining unit at the then current Internal Revenue Service rate per mile for travel expenses, provided that each member has requested reimbursement in writing and has received written approval from the Principal or his/her designee prior to departure for a given trip.

XXII. DURATION:

The provisions of this Agreement shall take effect on July 1, 2009 shall remain in force through June 30, 2012.

## APPENDIX A

### GRIEVANCE FORM (Part 1 - Grievant's Complaint)

**IMPORTANT NOTE:** A grievance shall be deemed waived unless it is submitted in writing within thirty (30) days after the aggrieved party knew or should have known of the events or conditions on which it is based. In addition, a grievance shall be deemed waived unless this form is completed and submitted to the Principal and the Association within fifteen (15) working days of the grievant's first discussion with his or her immediate supervisor concerning the matter to be grieved.

NAME OF GRIEVANT \_\_\_\_\_

DATE OF FILING \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE # \_\_\_\_\_ POSITION HELD \_\_\_\_\_

SCHOOL \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

STATEMENT OF GREIVANCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROVISION OF MASTER AGREEMENT ALLEGEDLY VIOLATED \_\_\_\_\_

\_\_\_\_\_

ACTION OR REMEDY REQUESTED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

## GRIEVANCE FORM

### (Part 2 - Principal's Decision and Grievant's Response)

**IMPORTANT NOTE:** The Principal must complete this part of the Grievance Form and provide it to the grievant within ten (10) working days after discussing the grievance with the grievant. If the Principal does not complete the form and provide it to the grievant within the ten-day period, the grievant has the right to take the grievance to the next level.

NAME OF GRIEVANT \_\_\_\_\_

DATE OF PRINCIPAL'S MEETING WITH GRIEVANT \_\_\_\_\_

SCHOOL \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

DECISION OF PRINCIPAL AND REASON THEREFORE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signature of Principal \_\_\_\_\_

-----

#### GRIEVANT'S RESPONSE:

**IMPORTANT NOTE:** The grievant must select one of the two options appearing below and provide this completed form to the Association's Grievance Chairperson. If the second option is selected, the grievant or the Association must also provide a copy to the Superintendent's office. If the grievant takes no action within twenty (20) days of the meeting with the Principal, the grievance is deemed waived. This is true whether or not the Principal issues a written decision.

\_\_\_\_\_ I ACCEPT THE PRINCIPAL'S DECISION

\_\_\_\_\_ I DO NOT ACCEPT THE PRINCIPAL'S DECISION AND I HEREBY  
REFER THIS MATTER TO THE SUPERINTENDENT

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Grievant

## APPENDIX B

### 2009-2010 Wage Schedule

	Secretaries	Paraeducators	Admin. Assist.
1	\$ 9.03	\$ 8.47	\$ 10.10
2	\$ 9.42	\$ 8.80	\$ 10.49
3	\$ 9.82	\$ 9.14	\$ 10.88
4	\$ 10.21	\$ 9.47	\$ 11.27
5	\$ 10.61	\$ 9.81	\$ 11.66
6	\$ 11.00	\$ 10.14	\$ 12.05
7	\$ 11.39	\$ 10.47	\$ 12.44
8	\$ 11.79	\$ 10.81	\$ 12.82
9	\$ 12.18	\$ 11.14	\$ 13.21
10	\$ 12.58	\$ 11.48	\$ 13.60
11	\$ 12.97	\$ 11.81	\$ 13.99
12	\$ 13.37	\$ 12.15	\$ 14.38
13	\$ 13.76	\$ 12.48	\$ 14.77
off	5.00% raise from 2008-09 rate		

### 2010-2011 Wage Schedule

	Secretaries	Paraeducators	Admin. Assist.
1	\$ 9.33	\$ 8.76	\$ 10.45
2	\$ 9.74	\$ 9.10	\$ 10.85
3	\$ 10.15	\$ 9.45	\$ 11.25
4	\$ 10.56	\$ 9.79	\$ 11.65
5	\$ 10.97	\$ 10.14	\$ 12.05
6	\$ 11.37	\$ 10.48	\$ 12.46
7	\$ 11.78	\$ 10.83	\$ 12.86
8	\$ 12.19	\$ 11.18	\$ 13.26
9	\$ 12.60	\$ 11.52	\$ 13.66
10	\$ 13.01	\$ 11.87	\$ 14.06
11	\$ 13.41	\$ 12.21	\$ 14.47
12	\$ 13.82	\$ 12.56	\$ 14.87
13	\$ 14.23	\$ 12.90	\$ 15.27
off	3.40% raise from 2009-10 rate		

# 2011-2012 Wage Schedule

	Secretaries	Paraeducators	Admin. Assist.
1	\$ 9.65	\$ 9.05	\$ 10.80
2	\$ 10.07	\$ 9.41	\$ 11.22
3	\$ 10.50	\$ 9.77	\$ 11.63
4	\$ 10.92	\$ 10.13	\$ 12.05
5	\$ 11.34	\$ 10.48	\$ 12.46
6	\$ 11.76	\$ 10.84	\$ 12.88
7	\$ 12.18	\$ 11.20	\$ 13.30
8	\$ 12.60	\$ 11.56	\$ 13.71
9	\$ 13.08	\$ 11.91	\$ 14.13
10	\$ 13.45	\$ 12.27	\$ 14.54
11	\$ 13.87	\$ 12.63	\$ 14.96
12	\$ 14.29	\$ 12.98	\$ 15.37
13	\$ 14.71	\$ 13.34	\$ 15.79
off	3.40% raise from 2010-11 rate		